

NONPROFIT ORGANIZATION ARTS EDUCATION PROJECT GRANT DESCRIPTION, REVIEW CRITERIA, AND CHECKLIST

Arts Education Project grants are for any nonprofit organization implementing advanced and innovative arts education initiatives implemented over the course of the fiscal year (July 1, 2008 - June 30, 2009). Projects may include different artistic disciplines. This is not a residency grant. This is not a multiple residency grant.

The maximum grant award for this project is \$10,000 with a 1:1 match.

Review Criteria

When reviewing applications, panelists look for the following information upon which to base their decisions for funding:

- ☐ Is the application complete?
- ☐ Have *all* the narrative questions been answered?
- ☐ Does the application provide evidence that the school is able to carry out the goals and objectives of the project?
- ☐ Is there evidence of the artist's educational and artistic qualifications?
- ☐ Has the applicant completed all reports/evaluations and obligations for past grants? Are these documents thorough, informative and do they document student learning? Were they sent in on time?
- ☐ Have the artists been contacted and been an integral part of the planning?

Final Checklist for Mailed Submissions

Do not staple, bind, use sheet protectors, or notebooks on any part of your application- use paperclips only.

- ☐ **Grant Cover and Statistical Form**
- ☐ **Individual Artist Budget Form(s)**
- ☐ **Budget Summary/Matching Funds Form**
- ☐ **Narrative**
- ☐ **Signature Form**
- ☐ **2 sets of Supplemental Materials (optional)**

If any of this is confusing, please see the item-by-item explanation key or call the AE office at (801) 320-9794, or (801) 645-4238.

NONPROFIT ORGANIZATION ARTS EDUCATION PROJECT COMPLETION KEY

Use the key below to ensure accuracy when completing your application. **The numbers below refer to the numbers in the Grant Cover and Statistical Form, Individual Artist Budget Form, Budget Summary and Matching Funds Form boxes, Narrative, and Signature Form.**

#1-19 GRANT COVER AND STATISTICAL FORM

1. Your organization's name.
2. Your organization's street address.
3. Your organization's city.
4. Your organization's zip code.
5. Your organization's county.
6. Person at the organization who is authorizing this project and is responsible for assuring matching funds (i.e. director or coordinator).
7. Title of person entered in box 6.
8. Home and work phone numbers for your authorizing official.
9. Your authorizing official's email.
10. The on-site coordinator is the person we may call often. This person will need to be familiar with all of the paperwork and schedule requirements, handbook guidelines, financial information, and much more. This person coordinates the whole residency and is the lead contact for our agency. This person may be a director, coordinator, programmer, or administrator.
11. Home and work phone for your on-site coordinator. Don't worry; we will call the coordinator at home only if necessary.
12. HOME street address for your on-site coordinator. This address is extremely important because planning often takes place in the summer. We also send the grant award letters to the home of the on-site coordinator. (You wouldn't want to miss finding out if you got your grant!)
13. HOME city of your on-site coordinator.
14. HOME zip code of your on-site coordinator.
15. Your on-site coordinator's email. This is our preferred method of communication.
16. This is the 9-digit number found on the organization's federal 990 form.
17. Check special/underserved populations which will be involved in this project. DO NOT check the boxes just because you have special/underserved populations in your organization's constituency. Note: Underserved populations include highly rural, isolated communities or any population that lacks access to artistic resources.

18. U.S. Congressional District Representative for your organization. You can find your representative at www.vote-smart.org.
19. Representative(s) and senators(s) to the Utah legislature: Your organization may have more than one representative and senator. List all that apply. If you do not know the representative for your organization, call (801) 538-1029 and for your senator, call (801) 538-1035 or visit www.utah.gov/government/legislative.html

#20 DUN & BRADSTREET (DUNS) NUMBER

20. Beginning 2006-2007, all grant applicants to the Utah Arts Council must register for a Dun & Bradstreet (DUNS) number. This number is free and can be used as an important advocacy tool for the arts. To register online for your Dun & Bradstreet number visit <http://fedgov.dnb.com/webform/displayHomePage.do;jsessionid=B8435A115A15942B145E8A3A13B7A5FC> or call (866) 705-5711. For additional information regarding Dun & Bradstreet numbers, call the AE office at (801) 320-9794.

#21-39 INDIVIDUAL ARTIST BUDGET FORM

21. The UAC/AE program provides grant money to cover artists' salary, travel, lodging, and food costs. In addition, a limited amount of funding for supplies and equipment can be requested. Use the *Individual Artist Budget Form* to request funds for the items listed above. **Please refer to the sample on pages 8-11.**

Applications must be completed with an artist already committed to the project. Contact your artist(s) of choice prior to submitting your application to confirm their availability and to align project goals, content, and concept.

An Arts Education Project grant may involve more than one artist. Complete the *Individual Artist Budget Form* for EACH artist. You must choose an artist(s) from the Arts Education Artist Roster **unless** your artist of choice has a known national and/or international reputation. If you are using such an artist, you must submit with your application documentation of their work such as playbills, press packets, *raisonnés*, vitae, resumes, exhibition lists, touring schedules, or publication lists. The UAC/AE board committee chair will determine if an artist can be used for the project for which you are applying.

If you are using an artistic company (i.e. Utah Symphony & Opera, Repertory Dance Theatre) to augment this project, USE box 45 on the *Budget Summary Form*, NOT the *Individual Artist Budget Form*.

22. Your organization's name.
23. Your organization's city.
24. The name of your on-site coordinator.
25. The name of your artist of choice.
26. The discipline of your artist of choice (Dance, Film/Video, Literature, Music, Multicultural, Multidiscipline, Storytelling, Theatre, or Visual Art).

27. Your artist's home city.
28. Your artist's home state.
29. After you choose and speak with your artist, briefly describe the project activities in which this artist will be involved. (Please refer to the *Individual Artist Budget Form samples* provided for reference.)
30. If you are requesting grant monies to cover the cost of materials this artist will need, please list the materials. (NOTE: You can only request up to \$400 worth of supplies. If you have more than one artist you will have to split the \$400 between them.)
31. If you are requesting grant monies to cover the cost of equipment (i.e. kiln, Orff instruments, etc.) required by this artist, list the equipment. (NOTE: You can only request up to \$400 worth of equipment. If you have more than one artist, you will have to split the \$400 between them.)
32. Enter the number of hours you will be working with this artist each day in the first box. (If the number of hours the artist will be in your school varies from day to day, enter an average.) Enter the hourly wage you will be paying this artist in the second box. (Artists listed in the *Arts Education Artist Roster* expect at least \$30 per hour.) Enter the number of days you will be working with this artist in the third box. Calculate the total salary by multiplying the hours in the first box by the artist's hourly wage in the second box. Discuss these details with your artist. This can be a **tricky box** to complete. Once you enter the numbers into their respective boxes, take the number of hours and multiply them by the number of days to double check your entry. Ask yourself, "Does this figure equal the number of hours I expect the artist to be in my school?"
33. If your artist will be driving more than 60 miles round-trip to your project site, you should count on paying for any additional miles above and beyond the initial 60 miles per trip at \$0.48.5 per mile. [For example: If your artist will be traveling 150 miles round trip, you should count on paying \$43.65 (90 x \$0.48.5) each time they will be required to travel to your site.] If your artist is coming from out-of-state, you should count on paying for a compact or midsize rental car and their flight.
34. If your artist is from out-of-state or is traveling more than 75 miles from home, they may require lodging. Enter the number of days your artist will need lodging and at what rate you will be charged by the hotel/motel. The allowable state rate ranges between \$60-\$80 (excluding tax) depending on the area. Plan on \$80 for the Salt Lake Valley, \$70 for the Moab area, and \$65 for the Ogden, Provo, and Orem areas. Areas not listed above are required to stay within the range. Therefore, you are under no obligation to put your artist up at a fancy hotel.
35. Artists need to eat, too! If your artist is working or traveling during normal eating hours, plan to cover their costs. The state allows for \$35 per day. Plan on \$8 for breakfasts, \$11 for lunches, and \$16 for dinners.
36. Estimate the cost of the materials listed in box 30. Please do a little research on the cost of your materials or ask the artist who is requesting these materials for an estimate.
37. Estimate the cost of the equipment listed in box 31. Please do a little research on the cost of your equipment.
38. Add boxes 32-37. This is the total amount you are requesting from the Utah Arts Council/Arts Education program for this artist.

39. It is best to complete this budget with the artist for accuracy. If possible, run the final numbers by the artist prior to submission.

#40-48 BUDGET SUMMARY

40. The *Budget Summary* is completed by totaling EACH *Individual Artist Budget Form*. **Please refer to the sample on page 12.**
41. Your organization's name.
42. Your organization's city.
43. Your on-site coordinator's name.
44. Add boxes 32-35 of EACH *Individual Artist Budget Form*. Add the totals together. Enter the final total here.
45. If you are using an artistic company, enter their fee here. Remember, their services must be related to your overall project activities.
46. Take box 36 of EACH *Individual Artist Budget Form* and add them together. Enter the total here.
47. Take box 37 of EACH *Individual Artist Budget Form* and add them together. Enter the total here.
48. Add boxes 44-47. **This is the amount your organization is requesting as a grant. The maximum amount your organization can request is \$10,000.**

#49-64 MATCHING FUNDS

49. The total in box 48 must be matched 1:1 with non-UAC funds. The funds matched can be related to this project and other arts projects at your organization. The funds do not need to be direct costs of this project. For example, if you are bringing in additional artists for this project or other arts projects during the fiscal year of July 1, 2008 - June 30, 2009, using non-UAC funds, those expenses can be used as matching funds.
50. Check the box that is closest to your organization's yearly budget. If your organization's yearly budget is under \$100,000, 75% of your matching funds can be IN-KIND. If your organization's budget is between \$100,000 and \$199,999, 50% of your matching funds can be IN-KIND. If your organization's budget is \$200,000 or greater, 25% of your matching funds can be IN-KIND.
51. If any administrator works above and beyond their regular workweek and is PAID for their extra time, it is considered a CASH match. If any administrator devotes a certain percentage of their time to this project, that percentage of their salary can be considered a CASH match. If any administrator works above and beyond their regular workweek and is NOT PAID, it is considered an IN-KIND match.
52. If any support staff works above and beyond their regular workweek and is PAID for their extra time, it is considered a CASH match. If any support staff devotes a certain percentage of their

time to this project, that percentage of their salary can be considered a CASH match. If any support staff works above and beyond their regular workweek and is NOT PAID, it is considered an IN-KIND match.

53. If any volunteers devote time and effort to this project, their time is considered a match. If the volunteer is NOT PAID, estimate the number of hours you think they might devote to this project and multiply that by the minimum wage. This is considered an IN-KIND match.
54. If you are holding a community arts event in a space that could otherwise be rented, the rental fee is considered an IN-KIND match. If you must rent space for this or any other arts related projects, the fee is considered a CASH match.
55. Office supplies, telephone and utilities costs directly related to this project or any other arts project are considered matching funds.
56. Organizations often print flyers and invitations to send to constituents or make posters announcing their arts events. These costs are direct matching funds. Any additional publicity that is donated is an IN-KIND match.
57. If you have other artists coming to your organization to work with your constituents on this project or any other, you can use their salary as a match. List the names of each artist and their salary or fee. If your organization has an art specialist, a percentage of their salary can be used as a CASH match.
58. If you are paying the travel of additional artists (in addition to those listed in the *Individual Artist Budget Form*) to come to your organization, those costs are considered matching funds.
59. If you need more than \$400 worth of instructional materials for this project, list the supplies and estimate their costs. If your organization will be purchasing arts materials not related to this project between July 1, 2008 and June 30, 2009, 75% of the cost could be considered matching funds.
60. If you need more than \$400 worth of equipment for this project, list the equipment and estimate the cost. If your organization will be purchasing arts equipment not related to this project between July 1, 2008 and June 30, 2009, 75% of the equipment cost could be considered matching funds. If the equipment purchased *were* related to this project, then the total cost would be considered matching fund and the UAC/AE program could cover \$400 of the purchase.
61. List specifically those expenses related to this project that do not fall under the above categories and estimate their costs.
62. Add boxes 51-61. Enter the total here. This amount must be greater than or equal to box 48.
63. List where the funding amount in box 62 comes from. On the same line as the source, enter how much money will be coming from that particular source. (Examples being: Title II, Title VII, Administrative Salaries, Supply Budget, Travel Budget, etc.) REMEMBER to place an asterisk next to donated goods and services (items and services you would have had to pay for if they had not been donated to your project). **See the *Budget Summary/Matching Funds Form* sample on page 12.**
64. This amount should equal box 62.

#65 NARRATIVE

65. This is the “Narrative” portion of your grant. Use at least 12-point, Arial or Times New Roman font. Answer all the questions completely. Do not use reply “not applicable” to any of the questions.

- Each page of narrative must indicate at the top:
 - **Name of the organization**
 - **City**
 - **Name of on-site coordinator**
- Retype questions prior to answering.
- Use single space between paragraphs.
- Use 8 ½ X 11 inch white paper, one side only.
- Use margins of at least one inch on the top, bottom, and sides of all pages.

#66-68 SIGNATURE FORM

This is your signature page. All signatures must be original. Do not use stamps or forge someone’s signature.

66. Please type the name of the person who is authorizing this project and is responsible for assuring matching funds. Please have them sign across from their name.
67. Please type the name of the person coordinating this project. This person will be UAC/AE’s main contact at your organization. Please have them sign across from their name.
68. Please type the name of the person writing this grant and have them sign across from their name.

21. INDIVIDUAL ARTIST BUDGET FORM (SAMPLE)
DUPLICATE THIS FORM FOR EACH ARTIST

22. Applicant Name	YWCA	23. City	Salt Lake City
24. On-site Coordinator	Mary Doe		

25. Artist's Name	Paul Steiner	26. Discipline	Visual Art
27. Home City	Park City	28. Home State	UT

29. Artist's Project Activities

Paul will conduct four, two-hour workshops for administrators and support staff in mural planning, design and execution. He will also begin the planning and design process with twenty children from the after-school program for four, two-hour periods.

30. List required instructional materials for which grant funds are requested

Six gallons of paint, one gallon primer, one gallon sealer, 15 one-inch square poly brushes, 4' x 5' sheets of 1/2" masonite, and three drop cloths.

31. List required equipment for which grant funds are requested

None

32.	<p>Artist's Salary = Total # Hours <u>16</u> X Salary <u>30</u> (Roster Artists \$30 / All Other Artists \$30 minimum)</p> <p>Approximately how many days will your artist of choice be working with your school/organization? <u>4</u></p>	\$ 480
33.	Travel (airfare, car rental, or personal vehicle mileage)	\$ 0
34.	Lodging = <u> </u> days @ \$ <u> </u> per day	\$ 0
35.	(\$11 X 4 lunches) Per diem (food) =	\$ 44
36.	Supplies (Total <u>grant</u> supply funds cannot exceed \$400)	\$ 300
37.	Equipment (Total <u>grant</u> equipment funds cannot exceed \$400)	\$ 0
38.	TOTAL for THIS ARTIST	\$ 824

39.	Has this budget been approved by this artist?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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21. INDIVIDUAL ARTIST BUDGET FORM (SAMPLE)
DUPLICATE THIS FORM FOR EACH ARTIST

22. Applicant Name	YWCA	23. City	Salt Lake City
24. On-site Coordinator	Mary Doe		

25. Artist's Name	Fidencio Duran (Texas Artist Roster)	26. Discipline	Visual Art
27. Home City	Austin	28. Home State	TX

29. Artist's Project Activities

Fidencio will provide a lecture about community murals throughout the Southwest. In addition, he will share his own public art murals through a slide presentation, discussing the intent and the processes he uses from conception to execution. He will also assist the 20 children in creating a 3' x 4' piece for installation in the YWCA's front foyer.

30. List required instructional materials for which grant funds are requested

8 gallons of paint

31. List required equipment for which grant funds are requested

None

32.	<p>Artist's Salary = Total # Hours <u>40</u> X Salary <u>30</u> (Roster Artists \$30 / All Other Artists \$30 minimum)</p> <p>Approximately how many days will your artist of choice be working with your school/organization? <u>10</u></p>	\$ 1,200
33.	Travel (airfare, car rental, or personal vehicle mileage)	\$ 600
34.	Lodging = <u>13</u> days @ \$ <u>55</u> per day	\$ 715
35.	(13 days @ \$35 per day) Per diem (food) =	\$ 455
36.	Supplies (Total <u>grant</u> supply funds cannot exceed \$400)	\$ 92
37.	Equipment (Total <u>grant</u> equipment funds cannot exceed \$400)	\$ 0
38.	TOTAL for THIS ARTIST	\$ 3,062

39.	Has this budget been approved by this artist?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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21. INDIVIDUAL ARTIST BUDGET FORM (SAMPLE)
DUPLICATE THIS FORM FOR EACH ARTIST

22. Applicant Name	Green Elementary	23. City	Salt Lake City
24. On-site Coordinator	Mary Doe		

25. Artist's Name	Rosalind Shaefer	26. Discipline	Dance
27. Home City	Salt Lake City	28. Home State	UT

29. Artist's Project Activities

Rosalind will conduct a two-hour workshop for administrators and support staff in creative movement, improvisation, and composition. She will also, for eight hours, assist the 20 children in creating a dance that reflects the mural.

30. List required instructional materials for which grant funds are requested

None

31. List required equipment for which grant funds are requested

None

32.	Artist's Salary = Total # Hours <u>10</u> X Salary <u>30</u> (Roster Artists \$30 / All Other Artists \$30 minimum)	\$ 300
Approximately how many days will your artist of choice be working with your school/organization? <u>10</u>		
33.	Travel (airfare, car rental, or personal vehicle mileage)	\$ 0
34.	Lodging = _____ days @ \$ _____ per day	\$ 0
35.Per diem (food) =	\$ 0
36.	Supplies (Total <u>grant</u> supply funds cannot exceed \$400)	\$ 0
37.	Equipment (Total <u>grant</u> equipment funds cannot exceed \$400)	\$ 0
38.	TOTAL for THIS ARTIST	\$ 300

39.	Has this budget been approved by this artist?	Yes	<input checked="checked" type="checkbox"/>	No	<input type="checkbox"/>
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21. INDIVIDUAL ARTIST BUDGET FORM (SAMPLE)
DUPLICATE THIS FORM FOR EACH ARTIST

22. Applicant Name	Green Elementary	23. City	Salt Lake City
24. On-site Coordinator	Mary Doe		

25. Artist's Name	Heidi Smith	26. Discipline	Literary Arts
27. Home City	Salt Lake City	28. Home State	UT

29. Artist's Project Activities

Heidi will conduct a one-hour workshop for administrators and support staff on rhyme, rhythm, word choice, and metaphor. She will assist twenty children for eight hours in creating poetry that reflects the mural.

30. List required instructional materials for which grant funds are requested

None

31. List required equipment for which grant funds are requested

None

32.	<p>Artist's Salary = Total # Hours <u>9</u> X Salary <u>30</u> (Roster Artists \$30 / All Other Artists \$30 minimum)</p> <p>Approximately how many days will your artist of choice be working with your school/organization? <u>9</u></p>	\$ 270
33.	Travel (airfare, car rental, or personal vehicle mileage)	\$ 0
34.	Lodging = _____ days @ \$ _____ per day	\$ 0
35. Per diem (food) =	\$ 0
36.	Supplies (Total <u>grant</u> supply funds cannot exceed \$400)	\$ 0
37.	Equipment (Total <u>grant</u> equipment funds cannot exceed \$400)	\$ 0
38.	TOTAL for THIS ARTIST	\$ 270

39.	Has this budget been approved by this artist?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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40. BUDGET SUMMARY (SAMPLE)			
41. Applicant Name	YWCA	42. City	Salt Lake City
43. On-site Coordinator	Mary Doe		

44. Total artists' salaries, travel, lodging, per diem (totals taken from EACH <i>Individual Artist Budget Form</i>)	\$ 4,456
45. Artistic company fees to <i>augment this project</i>	\$ 0
46. Total project instructional materials (not to exceed \$400)	\$ 392
47. Total project equipment (not to exceed \$400)	\$ 0
48. TOTAL UAC/AE grant funds requested	\$ 4,383

49. MATCHING FUNDS (NON-UAC FUNDS)		
The funds requested in box 47 must be matched 1:1.		
50.	\$0 - \$99,999 <input type="checkbox"/>	\$100,000 - \$199,999 <input checked="" type="checkbox"/>
		\$200,000 or greater <input type="checkbox"/>
	Rate	\$ Amount
51. Administration	After work time – 4 administrators X 11 hours each @ \$18 per hour.	\$ 792*
52. Support Staff	After work time – 4 staff members X 11 hours each @ \$10/hr. Support staff time – 2 staff members X 5 hrs for 12 days each @ \$10/hr. Support staff time – 2 staff members X 1 hr for 16 days @ \$10/hr.	\$ 440* \$ 1,200 \$ 320
53. Volunteers/Non-Staff	Non-staff assistance -- 2 assistants for X 5 hours for 12 days each @ 8/hr. 2 assistants X 1 hr for 16 days @ \$8/hr.	\$ 960* \$ 256*
54. Facility Rental/Use		\$ 0
55. Office Supplies, Telephone, Utilities		\$ 0
56. Publicity	Printing flyer	\$ 60
57. Additional Artists' Salaries	List names and rates below: Kate Jones, staff visual art specialist, \$6,000/year @ 50%=\$3,000	\$ 3,000
58. Additional Artists' Travel		\$ 0
59. Additional Instructional Materials	10 gallon paint @ \$11.50/gallon	\$ 115
60. Equipment	Use of scaffolding 2 days at \$50/day	\$ 100*
61. Miscellaneous SPECIFY	Food and beverages for opening	\$ 300
62.	TOTAL MATCHING FUNDS	\$ 8,181

63. List the sources and amounts of the matching funds for this project (ASTERISK in-kind donations)	
Salaries	\$ 4,520
*Salaries \$2,448 *Sherwin Williams \$600	\$ 3,048*
Marketing Budget	\$ 360
Office Supplies Budget	\$ 253
TOTAL	\$ 8,181

NONPROFIT ORGANIZATION ARTS EDUCATION PROJECT GRANT COVER AND STATISTICAL FORM

Grant Application
Funding for July 1, 2008 – June 30, 2009
Deadline: March 1, 2008

1. Organization's Name			
2. Street Address			
3. City		4. Zip Code	
5. County			
6. Authorizing Official's Name			
7. Authorizing Official's Title		8. Phone with Area Code	Home
			Work
9. Authorizing Official's E-mail			
10. On-site Coordinator's Name		11. Phone with Area Code	Home
			Work
12. HOME Street Address			
13. HOME City		14. HOME Zip Code	
15. On-site Coordinator's E-mail			
16. Federal Employer Identification Number (9-digits)			
17. Check special populations/underserved to be involved in this project (Note: ELL stands for English Language Learner. Underserved also includes highly rural, isolated, etc.)	Physical Disabilities <input type="checkbox"/>	Low Income <input type="checkbox"/>	Senior Citizens <input type="checkbox"/>
	Learning Disabilities <input type="checkbox"/>	ELL <input type="checkbox"/>	Other Underserved <input type="checkbox"/>
Institutionalized <input type="checkbox"/>	Reservation Populations <input type="checkbox"/>		

GRANT COVER AND STATISTICAL FORM continued

18. U.S. Congressional District Representative	Bishop (District 1) <input type="checkbox"/>	Matheson (District2) <input type="checkbox"/>	Cannon (District 3) <input type="checkbox"/>
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19. STATE OF UTAH LEGISLATORS	
Representative(s)	Senator(s) <i>IT IS NOT Bennett or Hatch</i>

20. Dun & Bradstreet (DUNS) Number New Requirement! To register online for your Dun & Bradstreet number visit https://update.dnb.com/requestoptions/government/ccrreg/ or by phone at 1-866-705-5711. Please see Completion Key for explanation and instructions.	DUNS Number
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21. INDIVIDUAL ARTIST BUDGET FORM DUPLICATE THIS FORM FOR <u>EACH</u> ARTIST

22. Applicant Name		23. City	
24. On-site Coordinator			

25. Artist's Name		26. Discipline	
27. Home City		28. Home State	

29. Artist's Project Activities
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30. List required instructional materials for which grant funds are requested
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31. List required equipment for which grant funds are requested
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32. <div style="text-align: right; margin-top: 10px;"> Artist's Salary = Total # Hours <input style="width: 50px;" type="text"/> X Salary <input style="width: 50px;" type="text"/> \$ <small>(Roster Artists \$30 / All Other Artists \$30 minimum)</small> </div> <div style="margin-top: 10px;"> Approximately how many days will your artist of choice be working with your school/organization? <input style="width: 50px;" type="text"/> </div>	
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33. <div style="text-align: right;"> Travel (airfare, car rental, or personal vehicle mileage) </div>	
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34. <div style="text-align: right;"> Lodging = <input style="width: 50px;" type="text"/> days @ \$ <input style="width: 50px;" type="text"/> per day </div>	
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35. <div style="text-align: right;"> <input style="width: 150px;" type="text"/> Per diem (food) = </div>	
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36. <div style="text-align: right;"> Supplies (Total <u>grant</u> supply funds cannot exceed \$400) </div>	
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37. <div style="text-align: right;"> Equipment (Total <u>grant</u> equipment funds cannot exceed \$400) </div>	
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38. <div style="text-align: right;"> TOTAL for THIS ARTIST </div>	
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39. Has this budget been approved by this artist?	<div style="display: flex; justify-content: space-around;"> Yes <input style="width: 30px;" type="checkbox"/> No <input style="width: 30px;" type="checkbox"/> </div>
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40. BUDGET SUMMARY			
41. Applicant Name		42. City	
43. On-site Coordinator			

44. Total of all artists' salaries, travel, lodging, per diem (totals taken from EACH <i>Individual Artist Budget Form</i>)	\$	
45. Artistic company fees to augment this project	\$	
46. Total project instructional materials (not to exceed \$400)	\$	
47. Total project equipment (not to exceed \$400)	\$	
48. TOTAL UAC/AE grant funds requested	\$	

49. MATCHING FUNDS (NON-UAC FUNDS)			
The funds requested in box 47 must be matched 1:1.			
50.	\$0 - \$99,999 <input type="checkbox"/>	\$100,000 - \$199,999 <input type="checkbox"/>	\$200,000 or greater <input type="checkbox"/>
	Rate	\$ Amount	
51. Administration			
52. Support Staff			
53. Volunteers/Non-Staff			
54. Facility Rental/Use			
55. Office Supplies, Telephone, Utilities			
56. Publicity			
57. Additional Artists' Salaries	List names and rates below:		
58. Additional Artists' Travel			
59. Additional Instructional Materials			
60. Equipment			
61. Miscellaneous SPECIFY			
62.	TOTAL MATCHING FUNDS		

63. List the sources and amounts of the matching funds for this project (ASTERISK in-kind donations)	
	\$
	\$
	\$
	\$
64.	TOTAL
	\$

65. NARRATIVE (Please see completion key for instructions.)

Name of organization:

City:

Name of on-site coordinator:

1. What is the greatest overall arts education need within your constituency? How did you identify that need?
2. Describe your organization's current arts education programs.
3. Describe the planning process your planning team used in preparation for this application. Who was involved in the planning?
4. List three characteristics of the community that you intend to serve and why this project is appropriate for your organization.
5. What are your goals, objectives and activities for this project? Include desired arts making and arts learning outcomes and describe the role of artists and/or artistic companies in this project.
6. Describe how you will evaluate the effectiveness of your project beyond the standard UAC forms completed by the on-site coordinator and participants (i.e. portfolios, pre-post measurements, on-going interaction with artist and staff, etc.).
7. If you have had past funding from the UAC/AE program, describe the impact on your organization (participant achievement, participant and/or staff attitude about the arts, increased community support for the arts, etc.).
8. How will you accommodate individuals with special needs?

SIGNATURE FORM (Please make sure this section is on its own page.)

66. Authorizing Official

Name (typed)

Signature

67. On-site Coordinator

Name (typed)

Signature

68. Grant Writer

Name (typed)

Signature

Notification of panel decisions will be mailed in mid-June to the Authorizing Official, On-site Teacher, your Artist(s) of Choice, and the home address of the On-site Coordinator.

Grant funds are sent directly to the applying organization. (Funds will not be sent to umbrella organizations.)

Keep a copy of this grant application for your records.